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U. S. DEPARTMENT OF AGRICULTURE
AND STATE AGRICULTURAL COLLEGES
COOPERATING



STATES RELATIONS SERVICE
OFFICE OF EXTENSION WORK NORTH AND WEST
WASHINGTON, D. C.

THIS LOOKS GOOD

THE "STENOGRAPHER'S" PLACE IN COUNTY EXTENSION WORK.

The clerk in the county agent's office should be something more than a stenographer and typist. She has a wonderful field of usefulness and can easily develop her position into that of "extension secretary." There are a hundred and one questions that come to the county extension office during the absence of the county agent that a "good" clerk can answer, and it makes all the difference in the world the kind of "voice" that comes back over the 'phone.

In Iowa last year the fifty-eight office assistants were brought together in twelve district conferences during February and March. The following program was considered in round table discussion:

(1) Consideration of farm bureau financial records with exhibit of records kept in the local office.

- a. Filing, recording, and numbering of membership checks.
- b. Cashing of membership orders; keeping record of receipts and disbursements.
- c. Checking out accounts in the bank and making monthly statements.
- d. Closing books at the end of the year.

(2) Discussing the filing system with exhibit of folders and file markers for model system.

- a. What material should be kept on file.
- b. How can this material be most logically arranged for reference.
- c. What equipment is necessary.

(3) Discussion of records of extension work.

- a. What use can be made of records.
- b. What system of records should be used.

(4) Discussion of reports of extension work with exhibit of twelve monthly reports.

- a. When and how can monthly reports best be made out.
- b. Is it necessary to keep a separate daily report.
- c. How can the present system of reports be improved.

(5) Summary of efficiency factors.

In the afternoon a joint meeting was held with the county agents and home demonstration agents to consider problems relative to office administration.

In Illinois the extension secretary in the State leader's office has given valued individual assistance to county agents' clerks.

Perhaps it is not putting it too strongly to say that a competent, sympathetic, cheerful, willing "clerk" in the county agent's office can often increase the efficiency of county agent work 50 per cent. Moreover, demonstrated worth here is sure to be recognized and presents an opportunity for new profession to the ambitious young women who wants to be bigger than her job. Such methods as have been followed in Iowa and Illinois should not only inspire ambition and enthusiasm, but help in practical office keeping.

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| County Agent Section |
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